

Graduate Council MEETING NOTES

Meeting Date	December 7, 2015	Time	3:00-4:30 p.m.
Meeting Location	NHE 106		
Meeting Participants	Hanna Baus, Mary Glenn, Erik Jules, Cortney Koors, Violet McCrigler, Alison O'Dowd, Justus Ortega, Scott Paynton, David Sleeth-Keppler, Janae Teal, Summer Turner, Eric VanDuzer, Anna Villagomez, Meredith Williams, Janet Winston, George Wrenn, Rick Zechmann		

	Agenda Topic	Action Planned	Action Taken
1	Approval of Notes		Approval of notes from 11/5/2015
2	IRB/Rhea Williamson, Ethan Gahtan, Susan Brater Time Certain: 3:00	Discuss IRB issues raised by grad coordinator regarding grad students who are joining projects that have already obtained IRB approval	Follow up discussion for questions posed by Justus Ortega regarding IRB. Graduate Council reviewed several scenarios that would be considered "O.K." by IRB and Graduate Studies.
3	George Wrenn/Library policy on remote access for students with incomplete or unenrolled status.	Review policy; share ideas	George shared Library policy on remote access for students with incomplete or unenrolled status. <i>Access to HSU Library databases and online journals is available to everyone on site in the HSU library. The terms and conditions for costly resources subscribed to by the library are restricted by contract, and the terms specifically limit off-campus or remote access to HSU Library databases & online journals to current students, faculty and staff. Any one-time exception for students fulfilling an incomplete is made by the Registrar. Students on educational leave of absence are not eligible for university resources or services. Alternatively, if you take one unit of credit at HSU, you are eligible for remote access as a current student, otherwise, please contact our librarians for details about strategies for finding relevant resources available freely on the web. The bottom line: HSU Library vendor contracts dictate that they limit remote access to current students.</i>
4	WASC	Graduate level institutional outcomes	Discussion – on developing a set of institutional MA student learning outcomes, graduate program learning outcomes, and other means of documenting the "Meaning, Quality, and Integrity" of HSU's master's degrees.
5	Anna Villagomez/ Office of the Registrar Commencement	Discuss Commencement deadline and various issues (advisor names, thesis titles, etc.)	Anna will send a draft commencement list to grad programs early January to review prior to the final commencement list – that will happen in February. The list includes graduates from summer through summer of the past and current academic year, so in this case summer 2015 through summer

			<p>2016 graduates Programs are asked to review the list for the following: Check graduation term – if term appears to be inaccurate, connect with the student to submit a graduation date change</p> <ul style="list-style-type: none"> • Confirm advisor – advisors are updated within the department, so please notify your department if a change is needed • Student names – if you believe a name is incorrect (ie. last name has changed), the student should submit a Name Change along with required documentation to the Office of the Registrar • Verify program – if you believe there is an issue with a student's program, please let Anna or Terri know.
6	Important Deadlines:	<p>Thesis & Project Submission Deadline: December 10th, 2015</p> <p>The McCrone Promising Faculty Scholars Award: Deadline for Nominations is Friday, January 29, 2016 by 5:00 pm</p> <p>The Alistair and Judith McCrone Graduate Fellowship Fund: Deadline for Nominations is Friday, January 29, 2016 by 5:00 pm</p>	
7	Announcements:	<p>BePress The December submission launch has been postponed until Spring 2016. Once the site is ready, BePress will providing training sessions for Graduate Council and interested faculty and staff.</p> <p>Spring Graduate Council meeting dates: February 1, 2016 March 7, 2016 April 4, 2016 May 2, 2016</p>	

